

## SSOW – Working at height from a MEWP.

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<b>Written by:</b>	Westley Hawkins (Regional SHEQ Advisor), amended by Williams to V8 (addition of information related to loading & unloading or movement of MEWP's and use of harness / lanyard)
<b>Scope of Activity:</b>	This safe system of work covers Forkway Engineers working at height from a MEWP, and movement in the MEWP. It does not cover the tasks/ activities being undertaken when working from the MEWP. These will be covered in the relevant risk assessment and safe system of work for the tasks/ activities being undertaken.
<b>Applicable Risk Assessment:</b>	RA 003 – Working at height from a MEWP.
<b>Hazards Expected:</b>	As identified in the applicable risk assessment.
<b>Mandatory PPE:</b>	Overalls Safety boots Hard Hat Nitrile gloves Safety glasses High visibility clothing (vest as minimum) Full body harness (EN 361 standard) Adjustable Lanyard (EN 358 standard)
<b>Additional PPE (as required):</b>	N/A
<b>Resources:</b>	Competent engineer (s) Hard hat (if working in area/ position with poor head clearance and to be worn by any employees left at ground level) Barrier tape Mobile phone or radio

### Manning:

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Regional Business Manager.

For Group Companies, personnel carrying out loading or unloading activities, such as engineers reporting to a Depot or Operations Manager or Supervisor.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manuals;
- Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual;

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### Safe Working Method:

- Upon arrival on site, you must sign in where applicable and make contact with the designated site contact. You must ensure you have completed any necessary inductions and any permits to work or other documentation required by customer have been completed;
- Where a machine is to be loaded, or unloaded, from a flatbed lorry with integral ramp fitted, then the following requirements apply;
  - During movement of the MEWP (Boom or Vertical Type), on or off a flatbed lorry, the operator MUST make use of a harness and lanyard, attached to the MEWP anchor point at all times.
  - When moving to the place at which the MEWP is to be used, the lanyard must remain attached to the harness and anchor point at all times.
  - Once positioned, it is permissible to remove the harness lanyard from the anchor point where the MEWP is a vertical type. Where a boom mast type MEWP is in use, the harness must be connected to the anchor point using the lanyard.
  - RA & SSoW 208 must be referenced for further detail.
- Agree with the site contact a designated safe working area in which to carry out all operations:
  - A cordon must be made around the working area to prevent unauthorised access;
  - The cordoned area must be large enough that if an item was dropped from the basket it would not fall out with this area;
  - Avoid work in areas with high volumes of vehicle or pedestrian movements or areas that are in close proximity to fixed objects;
  - Ensure cordoned off area is visible to site traffic. Avoid working at blind corners, etc.
  - Ground conditions must be firm and level. Ensure ground conditions are strong enough to hold capacity of the MEWP;
  - Ensure area is well clear of drains, manhole covers or any soft/ weak ground conditions;
  - Continue to dynamically assess ground conditions throughout task and remain vigilant for anything that may change the ground's load bearing capacity (heavy rain, etc.).
  - Ensure there are no high voltage electrical lines overhead;
  - Check for other overhead obstructions or hazards such as pipes or telephone lines. If pipes are present, check with customer what runs through the pipe before proceeding. If the contents running through the pipe are harmful to human health seek an alternative area;
  - Ensure there are no moving obstructions which could impact the MEWP. If moving obstructions are or could be present ensure they are isolated and locked off before starting;
  - Ensure weather conditions, especially wind speed, are suitable and within the permitted limitations for the MEWP being used. Follow manufacturer's guidance on limitations;
  - If using an IC powered MEWP, ensure area has good ventilation. Do not run engines for longer than is necessary to avoid build-up of fumes;
- Discuss the use of the MEWP with the customer contact and ensure they inform their employees not to enter the cordoned area throughout the task;
- Ensure the equipment under repair is isolated to prevent it moving during the repair
  - Parked on firm level ground with park brake applied. Chock wheels if necessary;
  - Keys removed and kept in possession of engineer throughout entire task;
  - Do not use tag fitted;

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- Elevated components or ones that could move must be secured/ supported with chains, slings, blocks or similar to prevent unexpected movement;
- Person operating the MEWP must be fully trained and authorised to use the equipment;
- Prior to use the operator must familiarise themselves with the controls and follow the manufacturer's operating instructions throughout;
- Check maximum basket weight capacities and permitted occupants. Ensure these values are not exceeded
  - Remember to consider the weights of not only the occupants but all parts, tooling, etc.
- Complete pre use checks on MEWP following manufacturer's instructions
  - Ensure MEWP is CE or UKCA Marked (CE mark valid until 31/12/22 – dual marking accepted);
  - Ensure MEWP is within current thorough examination (6 months);
  - If defects are found, take MEWP out of service and affix a do not use tag. Inform Engineering Manager;
- Complete pre-use checks on full body harness and lanyard and once happy fit and adjust to suit.
  - Ensure harness and lanyard are CE or UKCA marked and to the correct standards (CE mark valid for products on market before 31/12/22 – dual marking accepted);
  - Ensure harness and lanyard are within current thorough examination (6 months);
  - Clip both ends of lanyard onto the harness until in the basket to avoid it tripping you or getting in the way;
- Put on your harness and fit the lanyard. Clip both ends of the lanyard to your harness when accessing or egressing the MEWP to ensure it does not get tangled/ caught on the equipment or trip you up;
- Access the MEWP via the correct routes as identified by the manufacturer. Ensure that access routes and your hands and feet are free from oil, grease, ice, dirt, water or anything else which could make them slippery and ensure you maintain three points of contact at all times when accessing or egressing the MEWP;
- Once in the MEWP close and lock the gate/ barriers and inspect the anchor point. Once satisfied of the anchor point's security and suitability attach your lanyard;
- Minimal amount of tools, parts or other items required should be carried in MEWP basket. All items, where possible must be stored neatly in a suitable box within the basket.
- Manoeuvre the MEWP and park at a suitable position within the cordoned area;
- Deploy outriggers (if fitted) and engage the park brake;
- Raise the MEWP basket to the height you require to work at and isolate the MEWP. The MEWP must remain isolated for the remainder of the task unless adjustment of the work position is required. If a necessary adjustment of the work position requires the MEWP to driven (i.e., wheels moving) you must lower the MEWP to ground level. You must never move a raised MEWP under any circumstances;
- Ensure all persons remain fully clear of cordoned area throughout entire task. Stop task immediately if someone enters the cordoned area;

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- Once the task is complete, lower the MEWP to ground level and manoeuvre it away from the work area to a designated safe parking/ storage area;
- Do not operate MEWPs if you are lone working, in case there is a breakdown which could leave you stranded or an emergency situation. Ensure there is a secondary contact on site at ground level who knows how to correctly operate any controlled descent devices before starting;
- In the event of the MEWP breaking down in the elevated position, under normal circumstances, back-up systems built into the machine will allow the operator to bring the platform of the machine to ground level under controlled conditions;
- In the unlikely event that these back-up systems are not working, the following steps should be followed:
  - Use your mobile phone or radio to contact assistance from your secondary contact at ground level;
  - The secondary contact will, if possible, lower the MEWP to ground level using the ground level controls or the controlled descent devices fitted to the MEWP;
  - If neither of these devices are working, contact a Service Engineer for support;
  - If the Service Engineer cannot support, or a more promptly rescue is required, an **emergency** basket-to basket mid-air rescue will be required using a second MEWP;

### Emergency Mid-Air Rescue:

A mid-air, platform to platform rescue should only be considered in exceptional circumstances and only after all normal and auxiliary lowering procedures have been attempted and these are unable to lower the platform.

If after inspection by a competent engineer, it is determined not possible to affect a timely repair to allow the machine to be brought to the ground safely or where the competent engineering assistance is not readily available and an immediate risk exists to the health and safety of any of the occupants from remaining in the elevated basket until an engineer can attend, then the Service Manager should be contacted for permission to carry out mid-air rescue.

If agreed, the following steps should be followed:

1. Rescue using another MEWP should only be performed once a site-specific risk assessment has been carried out and a specific plan created;
2. The rescue machine must be positioned so as to enable the rescue procedure to be carried out without compromising the safety of any personnel involved in the rescue procedure;
3. The platforms of both machines must be adjacent to each other with a minimal gap between them, unless exceptional circumstances mean this is not possible. (Where this is not possible, the circumstances must be covered and addressed as part of the risk assessment);
4. Where reasonably practicable, precautions should be taken to prevent inadvertent movement of both platforms during the transfer;
5. The person being rescued (transferred from basket to basket) should wear a full body harness with an adjustable lanyard – the lanyard should be attached to the anchor point on the rescue machine before transfer takes place;

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6. Care must be taken not to overload the rescue machine during transfer. This may mean making more than one journey to complete the rescue;
7. If you are in any doubt about the situation, contact the emergency services.